

FACT SHEET - #17e

SUBJECT: Reports of Survey - AWOL Personnel

1. PURPOSE. To inform commanders of the proper disposition of an AWOL soldier's property.

2. FACTS.

a. Commanders should ensure that an AWOL soldier's property is safeguarded, inventoried, and turned in IAW AR 700-84, para 12-12. Failure to do so may result in imposition of pecuniary liability against supervisors and commanders for missing property or require a full, rather than short form Report of Survey (ROS).

b. Property should be inventoried "without delay" once a commander learns a soldier is AWOL. Without delay should be viewed as within 24 hours. The inventory must be conducted by an individual in the rank of SGT or above, and must be witnessed by a disinterested party. The soldier's immediate commander verifies the inventory.

c. Inventoried personal items, military clothing, and Organizational Clothing and Individual Equipment (OCIE) must be stored in a secure area, at the unit level, until the soldier is Dropped From the Rolls (DFR). Once a soldier is DFR, the unit will turn in OCIE at CIF and prepare a ROS for any missing items.

d. The ROS should include the original inventory, signed by the inventory officer and a witness, and verified by the unit commander. A statement that the equipment was properly secured during the time between inventory and turn-in should be included in Block 11, DA Form 4697. The short form survey is most appropriate in these instances.

e. Inventories not done "without delay" usually warrant a full survey due to the inference of command negligence.

3. POC is the Administrative Law Division at 4-7414/4668.

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